

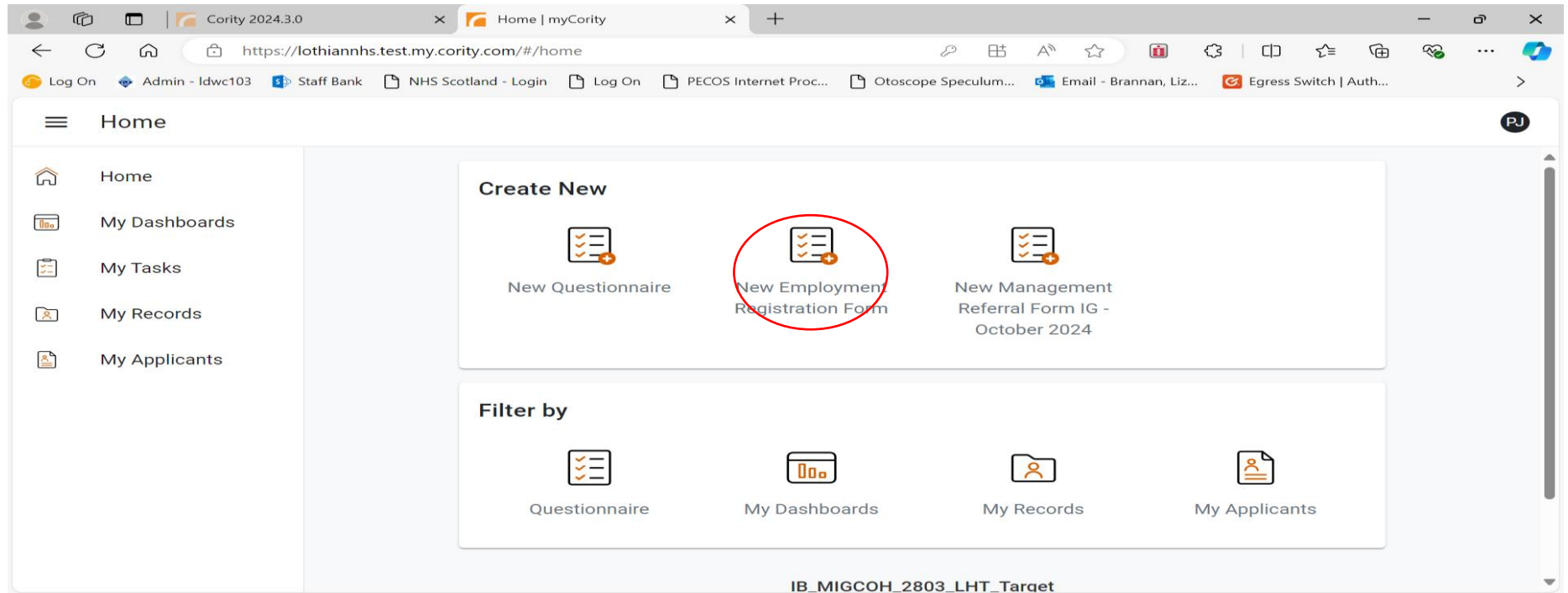
NHS Lothian Occupational Health

Pre Employment Health Questionnaire Guidance

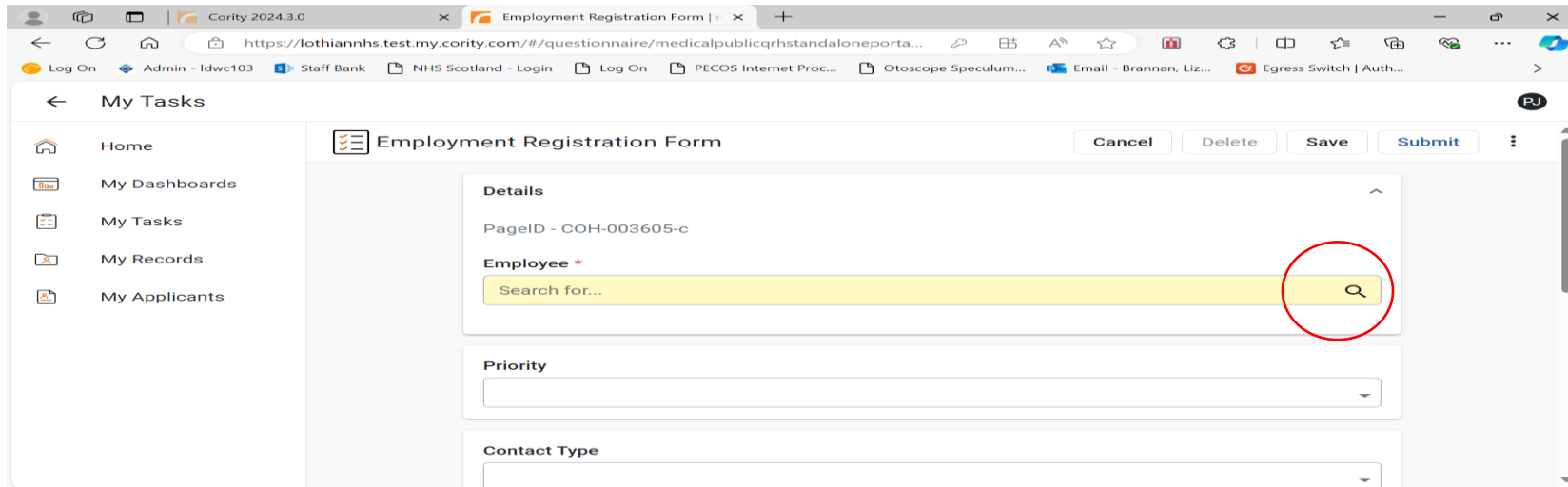
Login in to Cority – <https://lothiannhs.my.cority.com/#/login>

You will be on your dashboard or landing page

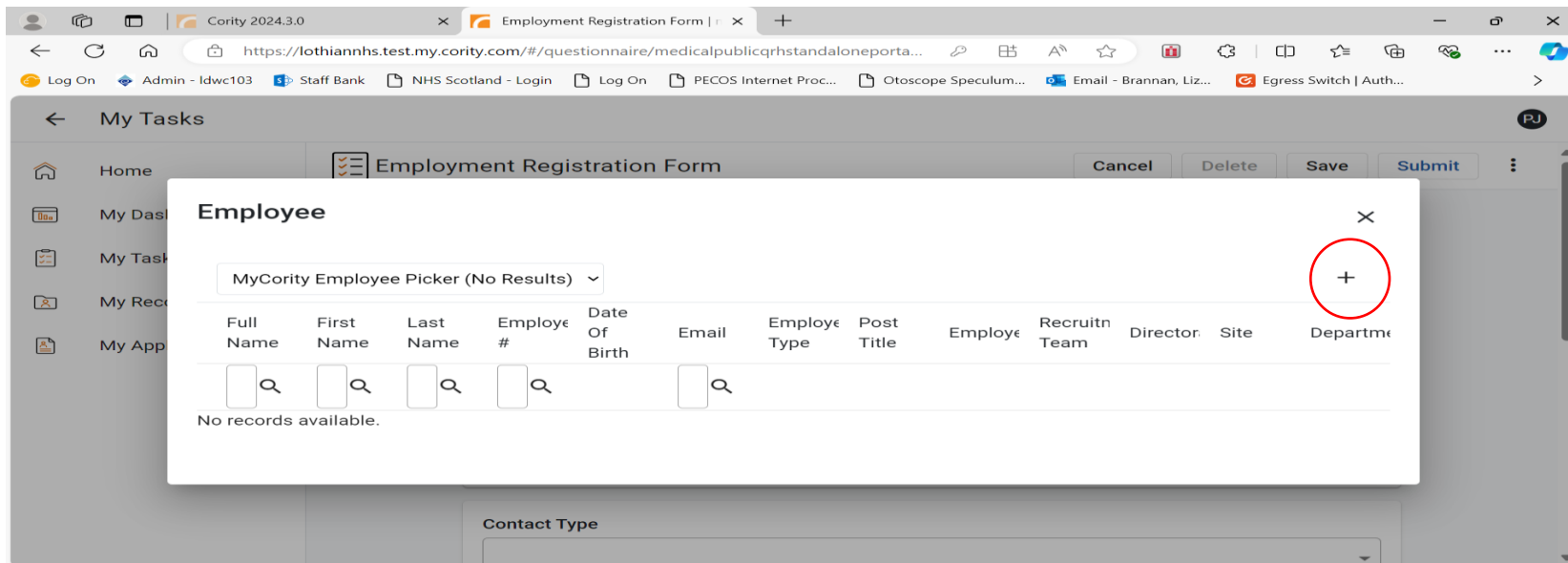
To send out a new PPQ link to a candidate click on New Employment Registration Form



It will ask you enter the name of employee but as this is to register a new employee click on the spy glass



Click on the add sign at the right hand side



Complete the candidates details and employment information then SAVE AND CLOSE

The system will now have made a record for your new candidate and issued them with a Cority number after their name.

Continue to fill in the required fields and then select from the drop down the relevant questionnaire to send them

Cority 2024.3.0 - Hook, Captain; E x Employment Registration Form | x

https://lothiannhs.test.my.cority.com/#/questionnaire/medicalpublicqrhstandaloneporta...

Log On Admin - Idwc103 Staff Bank NHS Scotland - Login Log On PECOS Internet Proc... Otoscope Speculum... Email - Brannan, Liz... Egress Switch | Auth...

My Tasks

Home My Dashboards My Tasks My Records My Applicants


Employment Registration Form Cancel Delete Save Submit

HR

HR/ Manager Name
Papa John 9 / 4000

HR/ Manager Email
lizz.brannan@nhslothian.scot.nhs.uk 35 / 4000

Select a Starter Questionnaire *

Search for... 

Cority 2024.3.0 - Hook, Captain; E x Employment Registration Form | x

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
My Tasks

Home My Dashboards My Tasks My Records My Applicants

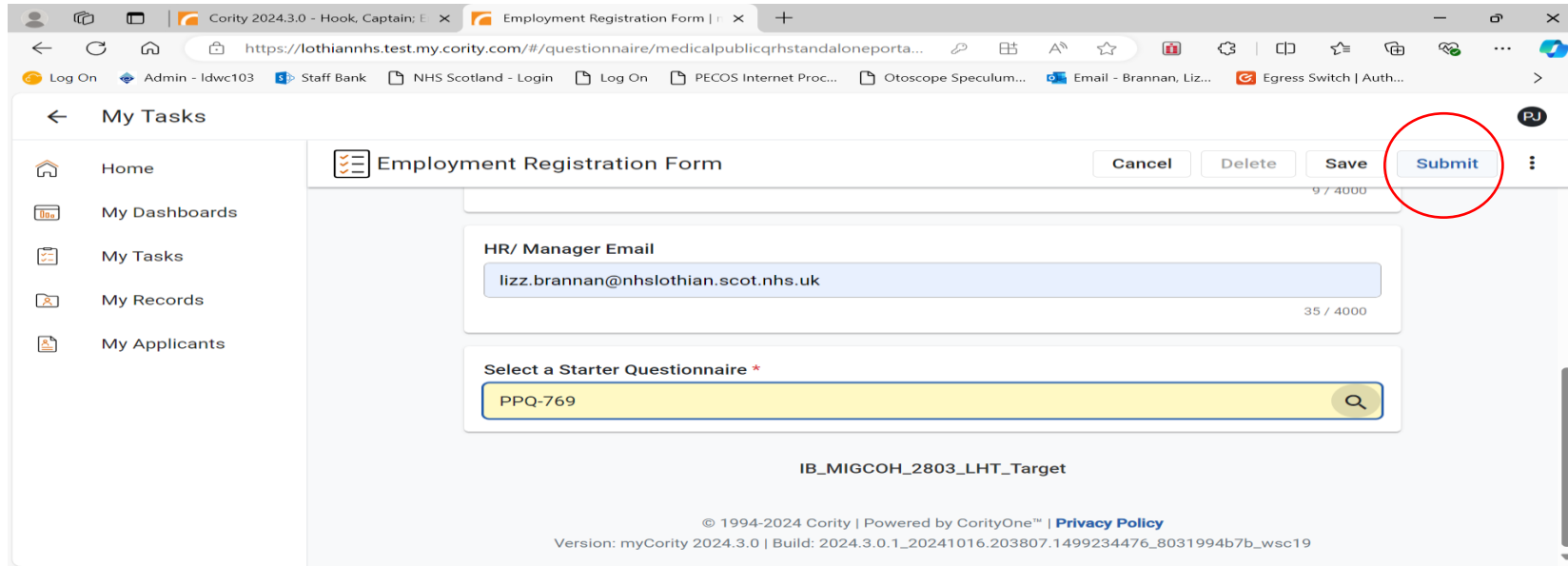
Select a Starter Questionnaire

PPQ	PPQ
PPQ-580	NHSL Pre Placement Category A Non Clinical Staff in Non Clinical Areas(Autoclear) Feb 23
PPQ-582	NHSL Pre Placement Category E Catering Staff Feb 23
PPQ-598	NHSL Pre Placement - Imms Evidence Questionnaire for OHS staff only use
PPQ-767	NHSL Pre Placement Category B Clinical/Non Clinical in Clinical Area July 24
PPQ-768	NHSL Pre Placement Category C EPPs July 24
PPQ-769	NHSL Pre Placement Questionnaire External Business Users July 24

Submit

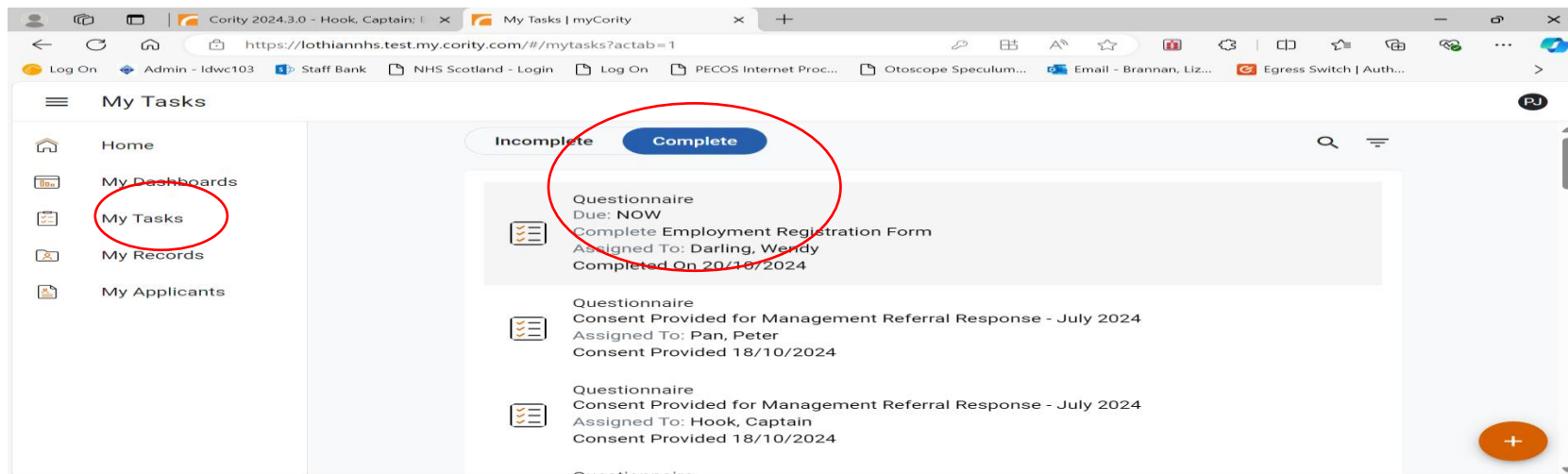
Search for... 

Click on Submit



The system will now send an email to the new employee with instructions on how to complete their form, upload their immunisation history and submit to Occupational Health.

If you click on your My Task option on the left hand menu list, you will be able to see the questionnaire you have just sent



The questionnaire will also be showing under My Applicants and it is from this section that you see if the employee has been cleared or not as it splits into 2 options

